



## APPLICATION FOR REAL ESTATE BRANCH OFFICE LICENSE

REAL ESTATE LICENSING  
P.O. BOX 9021  
OLYMPIA, WA 98507-9021  
(360)664-6488 or -6500  
FAX (360)586-0998  
www.wa.gov/dol/bpd/refront.htm

- ☐ New Branch Office License ..... \$199.50  
☐ Name Change ..... \$ 26.50  
☐ Change of Designated Broker ... \$ 26.50  
☐ Change of Address ..... \$ 26.50

For Validation Only

Please type or print in dark ink - see page 2 for instructions/requirements

Make remittance payable to:  
State Treasurer

### To be completed by Designated Broker

### Company Information *If application information is incomplete, the application will not be processed.*

Company Name			Branch Office Telephone No. ( )
DBA Name (if applicable)			
Branch Address (Number, Street & P.O. Box if Applicable )			Business Fax No. ( )
City	State	Zip	County
Main Office Address (Number, Street)			Main Office Telephone No. ( )
City	State	Zip	County
Designated Broker's Name (First, Middle, Last)			Designated Broker's Social Security No.*
For address change only: previous address (Number, Street, City, State, and Zip)			

### Designated Broker please respond to the following questions:

- What is zoning of the area in which the office is located? \_\_\_\_\_
- Is a real estate office permissible in this zone? ☐ Yes ☐ No
- Are you or is your real estate firm the owner(s) of the business to be established at this branch office location? ☐ Yes ☐ No  
If not, please provide the name and mailing address of the owner in the space provided below:  
\_\_\_\_\_  
\_\_\_\_\_
- Are you currently required to register as a sex offender in this state of any other state? ☐ Yes ☐ No  
If yes, state \_\_\_\_\_ county \_\_\_\_\_

**Attach a letter of explanation for an affirmative answer to question 4.**

*\*State law, RCW 26.23.150, requires you to furnish your Social Security Number when you apply for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens, without a Social Security Number, must furnish their Individual Tax Identification Number.*

I certify that the above information is true and correct.

Signature **X** \_\_\_\_\_ Date \_\_\_\_\_  
Designated Broker

See information/procedures on page 2

**Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.17**

## PROCEDURES FOR NEW BRANCH OFFICE LICENSURE

### NEW BRANCH

1. The designated broker must complete and sign an "Application for Branch Office License" (form no. RE-620-011).
2. Appoint a branch manager for each branch office to be established. This appointment is made by the submission of a completed "Application for Real Estate License" (form number RE-620-004). This application should be fully completed and signed by both the branch manager applicant and the designated broker.
3. Any salesperson or associate broker to be licensed at the new branch office is required to complete and submit the "Application for Real Estate License". This application must be fully completed and signed by both the applicant and the designated broker.
4. Any salesperson, associate broker, or branch manager applying for licensure at the new branch must return his or her current license.
5. The fee for a new branch office is \$199.50. The fee for branch manager, salesperson, or associate broker (if currently licensed) is \$26.50. The first license fee for a salesperson is \$146.25. The first license fee for an associate broker/branch manager is \$210.00. ("First license" fees are applicable to a person who has passed an examination but has not applied for licensure.) Fees should be submitted in the form of a personal check, cashier's check, certified check, or money order and made payable to "State Treasurer".

### COMPANY NAME CHANGE

If the corporate, partnership, LLC, or LLP name is changing, please follow steps 1 through 4. The branch office name change fee is \$26.50. If **only** the DBA name is changing, apply **only** step 1 and return current branch office license. The branch office DBA name change fee is also \$26.50.

### CHANGE OF DESIGNATED BROKER

Follow step 1 and return current branch office license. The fee for a branch office change of designated broker is \$26.50. **Note:** These procedures are for changing the designated broker, **not** the branch manager. Please refer to "Change of Branch Manager" procedures for more information.

### CHANGE OF ADDRESS

Please follow steps 1 through 4 and return the branch office license. The fee for branch office change of address is \$26.50.

*Please review all applications and requirements prior to submission to the Department of Licensing. Incomplete applications cannot be processed and will result in the delay of licensure. If you have further questions, contact this office at one of the numbers listed on page 1 of this application.*

### FOR BRANCH OFFICES USING A NAME **DIFFERENT** FROM THE MAIN OFFICE NAME

If you wish to operate a branch under a name different from that of the main office, you may do so upon approval of this office. Please note that this **will** have an impact on all of your advertising for the branch office; it would be required to show the link to the main office.

For example:

Main office = "John Doe Realty, Inc."

Branch office = "Doe Management"

Advertising for the branch should read, "Doe Management Br. of John Doe Realty, Inc."

If the main office uses a DBA name, the link must refer to the DBA name of the main office.

For example:

Main office = "Jane Realty, Inc. DBA Jane Homes"

Branch office = "Jane Properties"

Advertising for the branch should read, "Jane Properties Br. of Jane Homes"